

# GENERAL PUBLIC PROGRAM SPEAKER REQUEST FORM

This request form must be filled out completely – including signatures. There is a ONE program per calendar year limit for each organization and/or target audience unless applying for a multiple speaker series. The program processing fee is \$75. Form and payment must be submitted at least 30 days before the program date.

Speaker Name \_\_\_\_\_

Program Title from Catalog \_\_\_\_\_

Program Date \_\_\_\_\_ Program Start Time \_\_\_\_\_

Program Location \_\_\_\_\_ Maximum Occupancy: \_\_\_\_\_

\_\_\_\_\_  
(Name of building plus street address)

**HAVE YOU CONFIRMED DATE AND TIME WITH SPEAKER?**

YES

NO

Your Organization's Name \_\_\_\_\_

Your Name \_\_\_\_\_

Your Phone \_\_\_\_\_ Your Email \_\_\_\_\_

Second Contact Name \_\_\_\_\_

Second Contact Phone \_\_\_\_\_ Second Contact Email \_\_\_\_\_

**HOME OR ORGANIZATION ADDRESS TO WHICH HUMANITIES NEBRASKA SHOULD MAIL  
CONFIRMATION MATERIALS TO YOU**

Name \_\_\_\_\_

Organization (if applicable) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

(Continue application on next page)

**For Humanities Nebraska Use Only**

Application # \_\_\_\_\_ Date received \_\_\_\_\_

Request # \_\_\_\_\_ for calendar year \_\_\_\_\_

Received \$ \_\_\_\_\_ processing fee on \_\_\_\_\_ from \_\_\_\_\_  
check # \_\_\_\_\_ or ( ) credit card or ( ) online payment

GL ID 6230 \$ \_\_\_\_\_ honorarium GL ID 6115 \_\_\_\_\_ miles \$ \_\_\_\_\_ GL ID 6115 \$ \_\_\_\_\_ per diem

PROGRAM ID 13 FUNDER ID \_\_\_\_\_ LOCATION ID 1002 PROCESSING DATE \_\_\_\_\_

**Describe the audience you intend to reach:**

**Describe your goals/vision for this program:**

**How do you plan to publicize (newspaper, radio, newsletters, flyers, social media)?**

**I ASSURE THAT MY ORGANIZATION WILL:**

- Guarantee that this program will be free and open to the public,
- Acknowledge HN funding in all print materials, media interviews, and at the beginning of the presentation,
- Hold this program in an accessible public place with sufficient space to accommodate at least 25 people,
- Promote and market this program,
- Fulfill all publicity requirements (HN will send you a publicity packet after your request form is processed),
- Pay the speaker on the day of the program (with the check you'll receive approximately one week before the program),
- Notify HN and the speaker immediately of any changes concerning the program (including cancellations),
- Not use HN Speakers Bureau presentations as fundraisers, membership drives, or private gatherings, AND
- Submit a final report within 10 days after the completion of the program.

**I CONFIRM THAT:**

1. The organization requesting this program is a not-for-profit entity.
2. I have read and understand the policies and procedures set forth by HN for this category. (These are located on the HN website at: <http://www.humanitiesnebraska.org>)
3. I understand that failure to comply with the above requirements may jeopardize my organization's eligibility for future programs and/or funding.

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Organization's Legal Representative Signature (if different)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**PLEASE RETURN FORM AND MAKE CHECK OUT TO:**

HUMANITIES NEBRASKA  
215 CENTENNIAL MALL SOUTH, SUITE 330  
LINCOLN, NE 68508